



HUGGINS CREDIT UNION CO-OPERATIVE SOCIETY LIMITED
NOMINATION PROCEDURES AND FORM - AGM 2023

1. Carefully read the Nomination Procedures/ Guidelines and the Nomination Form.
2. All fields of the Nomination Form **MUST** be completed.
3. The Form must be **signed** by the **Nominee, Proposer and Seconder**, *all of whom must be Members of Huggins Credit Union in accordance Bye Law 1 x "Member in good standing" means a member who has not violated the terms of his Loan Contract neither is he delinquent nor inactive.*
4. Members shall be nominated for **one (1) Committee ONLY** i.e. the Board of Directors **OR** the Credit Committee **OR** the Supervisory Committee.
5. Qualifications For Eligibility : No Member shall be eligible for nomination or election to the Board of Directors or the Credit Committee or the Supervisory Committee of Huggins Credit Union unless that person:
 - a. is a member of Huggins Credit Union
 - b. is of good standing
 - c. is of the age of 18 years or over
 - d. is not an employee of Huggins Credit Union
 - e. is not an undischarged bankrupt
 - f. is of sound mind
 - g. has not been convicted of a criminal offence
 - h. is not a member of the Board, Credit or Supervisory Committees nor the General Manager or Internal Auditor of another Credit Union
 - i. time and commitment to serve,
 - j. is in compliance with the Term Limits for Outgoing Serving Members of the Board of Directors, Credit and Supervisory Committees

All elected officers will be required to do all such lawful things to ensure that Huggins Credit Union achieves its objects in accordance with BYE-LAW 3(a-d) and is in-keeping with the Core Values of Respect, Integrity, Honesty, Fairness and Trust.

6. Submit completed and signed Form to Huggins Credit Union Cooperative Society Limited's by email to **nominations@hugginscu.com**

OR place a hard copy in a specially marked box at Huggins Credit Union office located at 35 Roberts Street, Woodbrook, Port of Spain in a sealed envelope addressed to:

The Secretary
Nominations Committee
Huggins Credit Union Co-operative Society Limited
35 Roberts Street, Woodbrook, Port of Spain.

7. The completed form must be submitted by **Friday 21st April, 2023, by 12:00 noon in the dropbox and 4.00 p.m. for electronic submissions.**
LATE and/or INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED.
8. Non-adherence to the Nomination Procedures of Huggins Credit Union may result in the disqualification of your nomination.

NOMINATION FORM – AGM 2023

- CREDIT COMMITTEE -

The Duties and Responsibilities of the Credit Committee are specified at Huggins Bye Law 30.2 and 30.3 which can be sourced at the office or online at https://hugginscu.com.

SECTION 1. NOMINEE - AGM 2023
This section is to be completed by the Member wishing to serve.

The Nominee, the Proposer and the Seconder are required to be Members in "good standing"

ALL fields are mandatory.

Name of Nominee (Block letters):

Account No:

Date of Birth: Date (Year) Joined Huggins C.U.:

Address:

Residential:

Mailing Address if different from above:

Place of Employment:.....

Address:.....

Present Position held :.....

Telephone No. (Home)..... (Cell)..... (Office).....

Email address:

Training:.....

Skills:.....

Experience:.....

- Are you a Politically Exposed Person (PEP)? Yes [] No []

if Yes, please explain

- Close associate of a Politically Exposed Person? Yes [] No []

if Yes, please explain.....

- Relative of a politically exposed Person? Yes [] No []

If Yes, please explain.....

SECTION 2. NOMINATION - AGM 2023

This Section is to be completed by the Proposer and Seconder

ALL fields are mandatory.

PROPOSER: (Print Name in BLOCK LETTERS)

Name: Account No:

Telephone: Office/Mobile: Email address:

Place of Employment/ Address:

.....

Residential Address:

Mailing Address if different from above:

.....

- Are you a Politically Exposed Person? Yes No

if Yes please explain

.....

- Close associate of a Politically Exposed Person? Yes No

if Yes please explain:

.....

- Relative of a politically exposed Person? Yes No

if Yes please explain:

SECONDER: (Print Name in BLOCK LETTERS)

Name : **Account No:**

Telephone: Email address:

Place of Employment/ Address:

Residential Address:

Mailing Address if different from above:

.....

- Are you a Politically Exposed Person? Yes No

if Yes, please explain:

.....

- Close associate of a Politically Exposed Person? Yes No

if Yes, please explain:

.....

- Relative of a politically exposed Person? Yes No

if Yes, please explain:

.....

SECTION 3. DECLARATION

This Section is to be signed by the Nominee, Proposer and Seconder

I (Name of Nominee) do declare as follows:

1. That I am duly qualified to be elected as a Member to the **CREDIT COMMITTEE**

2. That:-

I am a citizen of Trinidad and Tobago Yes No

I am over the age of eighteen (18) years Yes No

I am not an employee of Huggins Credit Union Yes No

I am not a member of the Board or Statutory Committee of any **other** Credit Union nor the General Manager or Internal Auditor of **another** Credit Union Yes No

To the best of my knowledge and belief, I am in good financial standing (not delinquent or inactive) Yes No

I am not an undischarged bankrupt under any laws in Trinidad and Tobago Yes No

I am not a person certified to be insane or otherwise adjudged to be of unsound mind Yes No

I have not been convicted of a criminal offence Yes No

I have the time and is committed to serve Yes No

I am in compliance with the Term Limits for Outgoing Serving Members of the Board of Directors, Credit and Supervisory Committees Yes No

I have done all such lawful things incidental or conducive to the attainment of the objects and exercise of the powers of Huggins Credit Union in accordance with BYE-LAW 3(a-d).

Signatures of Nominee, Proposer and Seconder required:

I make this declaration conscientiously believing the same to be true and if evidence is produced to the contrary, I understand that my nomination will be rejected.

Nominee Signature: Date:

We, the Undersigned Members of Huggins Credit Union Co-operative Society Limited do hereby nominate (Name of Nominee)..... as a Fit and Proper Person to serve

Proposer Name: Signature: Date:

Seconder Name: Signature: Date: